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No. M/OP-00-087

Issuance Date: May 11, 2001

Closing Date: May 25, 2001

Closing Time: 4:30 p.m.

Gentlemen/Ladies:

Subject: **Solicitations for Quotations, Senior Policy and Program Specialist**

The United States Government, represented by the U.S Agency for International Development (USAID/Washington), is seeking quotations for a Senior Policy and Program Specialist to provide the Policy and Program Assistance work described in the attached.

Submission shall be in accordance with the attached information at the place and time specified.

Any questions may be directed in writing to Mr. Yves Kore, USAID or e-mail: ykore@usaid.gov Fax: 202 216 3132. Please note that quotations furnished are not offers.

Applicants should retain for their record copies of all documents submitted.

Sincerely,

Dana Doo-Sogohian
Contracting Officer
E&E/DGLA
USAID/Washington

PART 1-SCHEDULE

SECTION A- INTRODUCTION/BACKGROUND

Senior Policy & Program Assistance for the E&E/ECA Balkans Tier /Kosovo and Bosnia, United States Agency for International Development

The U.S. assistance programs in Southeast Europe (Kosovo, Bosnia, Croatia, Serbia, Bulgaria, Romania, Macedonia and Albania) support U.S. economic, democracy, humanitarian, and national security interests in the region. The United States has focused assistance on fostering the emergence of market-oriented economies led by the private sector, and in supporting transparent and accountable systems of governance and the empowerment of citizens through democratic political processes.

With this purchase order, Europe and Eurasia, Office of European Country Affairs (hereafter referred to as E&E/ECA) Bureau of the United States Agency for International Development (hereafter referred to as USAID) will utilize the services of a Senior Policy and Program Specialist to provide advisory services and prepare work products for the monitoring and implementation of USAID programs of the Balkans Tier of Southeast Europe, with particular focus on Kosovo and Bosnia. The services to be provided will cover technical, economic, institutional, democracy and environmental concerns in areas undergoing significant political and economic change.

This is a firm fixed price Purchase Order payable as described in Section F.5. No other payment shall be made unless this Order is modified by the Contracting Officer to provide for such additional payments.

SECTION B-DESCRIPTION OF SERVICES AND DELIVERABLES

The contractor is expected to report to Ms. Fansworth, Sarah W, E&E/ECA. The contractor shall provide 88 workdays of services to ECA, and provide a number of technical and information products/documents, illustratively to include:

- A. Prepare responses to questions on U.S. foreign policy regarding economic reconstruction and revitalization, and democracy assistance as necessary. Define and **draft up to four** responses to Congressional, public and internal USAID inquiries, and policy issues involving other USG agencies in relation to U.S. economic assistance in the countries of the Balkans Tier of Southeast Europe.
- B. Update existing Desk basic briefing books on the Kosovo and Bosnia assistance programs, including economic restructuring, democratic initiatives, and humanitarian activities. Submit all materials to the Bureau Web Master, for inclusion in the Office Website. **Due Date**: 60 days from award of the purchase order.
- C. Prepare memoranda and issues papers on the design, strategy and redesign of assistance activities to Kosovo and Bosnia, as needed. Incorporate technical and program issues into memoranda and briefing documents concerning management decision-making processes and help resolve program-related constraints, e.g., contract issues, information deficiencies, technical problems in design and implementation.

E. Reports: Provide **seventeen weekly (due every Monday)** reporting memoranda regarding communications with the Kosovo and Bosnia Mission and meetings with other agencies and staff involved in implementing various aspects of the region's economic revitalization and democracy transition programs in Kosovo and Bosnia. These reports will include sections that will focus on staffing and related administrative and budgetary issues, as appropriate, to ensure that mission programs are adequately backstopped and appropriately funded.

SECTION C-QUALIFICATIONS -- EXPERIENCE REQUIRED BY THE POSITION

To address and carry out effectively the range of duties and responsibilities described above, the incumbent should possess the following:

A. Knowledge of the USAID reengineering process including: the structure and use of teams, the strategic objective concept, results frameworks, and results packages.

B. Familiarity with the legislative framework, Agency and Bureau policies, procedures, and directives which guide: strategy development project/activity development, approval and implementation processes, results review, budgeting process, performance monitoring, and activity and program close-out.

C. Prior experience, basic familiarity with the politics, economics, the development programs and U.S. policy issues in at least one of the Balkans Tier countries is highly desirable.

D. A masters degree in a development field, technical area, management, economics, business or related specialty and at least 10 years relevant experience; or a related bachelors degree and at least 15 years relevant experience.

E. Demonstrated ability to exercise significant, independent professional judgement to anticipate both systemic and ad hoc program design and operational problems and issues requiring policy decisions, innovative solutions, and/or legal opinions to enable practical resolution of problems,

F. Ability to make senior-level governmental and non-governmental contacts, work with teams, take action, and make on-the-spot decisions which are necessary to guide, support and complete developmental activities across a broad range of technical specialties and in a diverse and complex array of countries.

G. Thorough knowledge of basic development principles, management, and analytical skills to assess activity feasibility.

H. Excellent oral and written communications, and interpersonal skills. At ease in professional settings with senior officials of USAID, partner organizations, host-governments and other USAID customers.

SECTION D- TECHNICAL EVALUATION CRITERIA

Purchase Order award shall be made to the responsive and responsible offeror whose combined technical and cost factors promise the great value to the U.S Government. The following weights will be applicable to this procurement:

80% = Technical

20%= Cost

A technical review of each proposal will be conducted by the cognizant office of USAID using the criteria listed in section D

- | | |
|-------------|--|
| 25 % | Experience in working on development programs with USAID, and familiarity with the USAID policy, strategic, programmatic, technical and operational culture. |
| 15 % | Academic Background and duration of on-the job experience. A masters degree in a development field, technical area, management, economics, business or related specialty and at least 10 years relevant experience; or a related bachelors degree and at least 15 years relevant experience |
| 20 % | Familiarity with development, policy, political and economic issues in at least one country in the Balkans Tier. |
| 20 % | Interpersonal Skills and ability to communicate both orally and in written form; ability to exercise professional judgement (based on phone or direct personal interview) |
| 20% | Cost |

SECTION E- DELIVERY OF PERFORMANCE

1. Period of performance: E&E/ECA Bureau of USAID estimates the work specified in the SOW will require 88 working days from the date of the Purchase Order award.
2. Place of performance: USAID/Washington

SECTION F-CONTRACT ADMINISTRATION

1. Contract Administration Office: The cognizant Contract Administration office for this Order is:

 US Agency for International Development
 Office of Procurement
 M/OP/ENI/DG, RRB 7.09-082
 1300 Pennsylvania Avenue, N.W.
 Washington, DC 20523
2. Cognizant Technical Officer (CTO): The USAID CTO responsible for the technical requirements covered by this Order is, Fanrsworth, Sarah W E&E/ECA, Room 5.06-032 1300 Pennsylvania Avenue, N.W., Washington, DC 20523, telephone (202) 712 0825
3. Technical Direction: Performance of the work here under shall be subject to the technical direction of the CTO. As used herein, “technical directions” are directions provided to the Contractor in writing which fill in the general scope of work. Technical directions must be modified in accordance with the terms and conditions of this Order, and shall not constitute

changes (as “Changes-Fixed Price”, FAR 52.243-1), which may only be accomplished by the Contracting Officer. The Contractor shall comply with the clause of this Order, entitled “Notification of Changes” (FAR 52.243-7) within seven (7) days.

4. Accounting and Appropriation Data: See Block 9 of the Purchase Order cover sheet, OF347.
5. Payment Procedures
 - a. Upon inspection and acceptance of the work described in Section B and submission of the required payment documentation set forth below, the contractor shall be entitled to payment of the firm fixed price of the Purchase Order.
 - b. To receive timely payment, the contractor should follow the instructions in the “NOTE” on the reverse side of page 1 of the Optional Form 347. All vouchers must cite Purchase Order Number, and should be submitted to the following address:

US Agency for International Development
M/FM/CMP/DC, RRB Room 7.07-095
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20523-7100
 - c. Payment will be made not later than the 30th calendar day after the designated paying office has received a proper invoice from the contractor and has verified acceptance of the services with the CTO. The firm fixed price includes the delivery and acceptance by the CTO of duties performed and received. Payment will be rendered upon completion of work as assigned and outlined in Section B of this Order.
 - d. The payment date shall be either the date placed on the U.S. Treasury check at the time of issuance by the disbursing office (if mailed) or the day on which electronic transfer is made (if made via electronic funds transfer). This date is not to be construed as the date of actual receipt of the check in the mail.
 - e. The contractor shall forward copies of all submitted invoices to the CTO designated in Section F.2. herein.

SECTION G– QUOTATIONS

Individual quotations must be sent to the following on May 25 before 4:30 PM.

Yves Kore, Contract Specialist,
US Agency for International Development, M/OP/EER/DGLA, RRB 7.09-060
1300 Pennsylvania Avenue, N.W.
Washington, D.C 20523-7100
E-mail: ykore@usaid.gov fax: 202 216 3132

PART II – CONTRACT CLAUSES

Purchase Order Terms and Conditions

Pursuant to FAR 52.252-2 “Contract Clauses Incorporated by Reference” (FEB 1998), this Order incorporated the following FAR clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the following Internet addresses:

<http://www/ARNet/gov/far/>
<http://farsite.hill.af.mil/vffari.htm>
<http://www.gsa.gov/far/current/html/toc.html>

This Purchase Order incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

52.213-4	Terms and Conditions – Simplified Acquisitions (Other Than
52.213-5	Commercial Items)(AUG 1998)
52.242-15	Stop Work Order
52.243-7	Notification of Changes
52.246-4	Inspection of Services – Fixed Price Feb 1992
52.249-14	Excusable Delays (OCT 1995)
52.249-1	Termination of Convenience of the government (Fixed Price)(Short Form)(APR 1984)

USAID Acquisition Regulations (48 CFR Chapter 7) Clauses

752.202-1	AID Definitions Clauses – General Supplements of Use in all AID
752.202-2	Contracts (JAN 1990)(ALT 70)
752.211-70	Language and Measurement (JUN 1992)
752.7006	Notices (APR 1984)
752.7008	Use of Government Facilities or Personnel (APR 1984)
752.7025	Approvals (APR 1984)

1. REQUEST FOR QUOTATIONS: RFQ M/OP-00-087
2. ISSUANCE DATE: May 11, 2001
3. CLOSING DATE, TIME SPECIFIED FOR RECEIPT OF QUOTATIONS: May 25, 2001 before 4:30 PM
4. PLACE OF SUBMISSION: Yves Kore, Contract Specialist,
U.S Agency for International Development,
M/OP/EER/DGLA, RRB 7.09-060
1300 Pennsylvania Avenue, N.W.
Washington, D.C 20523-7100
5. SERVICES: Senior Policy and Program Specialist
6. PERIOD OF PERFORMANCE: 88 days from date of Purchase Order award
8. PLACE OF PERFORMANCE: USAID/Washington